

48-50-71; Hev. 76

4388-38 (x 15)

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR RECORDS MANAGEMENT DIVISION

APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Cepartment of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334.

Attention: Scheduling	Section.			
FOR AGENCY USE	1. Agency Address		FOR RECORDS MANAGEMENT US	SE
Application Date	Georgia Ports Authorit	t <b>y</b>	Application Number	
8/26/83	Finance Division, Payr	oll'Department	79-127-A	
Application Number	Post Office Box 2406	<b>\</b>	Date Received Date Completed	
110	Savannah, Georgia 3140	JZ	AUG 3 1 1989   NOV 2 198	
2. Person to Contact		Working Title	Telephone Numb	ber
Jim Spann		Accounting Supervi	sor 964-3902	
3. Action Requested				
a. 🖸 Establish Retention	Scheduler record will continue to ac	cumulate.		
the state of the s	occumulation; no further accumulation			
c. X Amend Application		Change; Superce		•
3. Detas of Series Earliest Latest	5. Records Series Title (followed	by प्रचंद used in orrice; ir d	itterent)	
1956   To Date	Periodic Payroll Repor	^ts File		٠
S. Division and Office Function	_ <del></del>		which this record series is created?	
maintains accounting is responsible for tagreements of the Auprocedures and assurcoordinates the prep	methods and procedures for the auditing and accounting othority; provides protection res proper insurance covera paration of the annual budg of financial reports are pub	or the Authority.  I provisions of all ion of the assets wages for the Authority with the various	contracts, leases and ith adequate internal controlity's properties; and sidily divisions. Under his	
				· · ·
7. Record Series Description	This file contains the following of Attach samples of the file.	iocuments (include form n	umbers and titles, if any):	<del>- i</del>
Documents relating to:	Payroll information.		•	Fee
•	•			
Included are:		's plan, policy & p s, federal, state,		
÷ .	TOTTI GIROTTI TUX, CTC.	•		
1		•		
·				
File is arranged:	Alphabetical	e de la companya de l		
8. Monthly Reference Rate	How often are records referre	d to which are:		
One to six months olddate twenty-five months and old	er \ 8 ?	id daily; Thirteen	to twenty-four months old	<b>-;</b>
9. Annual Rate of Accumulati				
==:		; Shelves;	Other (specify)	

(Over)

YES	NO			X" in the proper $\infty$	lumn)		
×		a. Is this the off		e series?		A Top of	
	×			dential information	requiring security handling	? If yes, cite law	or regulation.
×		c. Is this a vital	record?	1			1
			<del></del>	al or long term resea	arch value? Long Term		<u> </u>
	×		two documents	1.	necessary to keep the entire		iod, could these
	×				published? If yes, attach co		
-		•			nalyzed and/or recorded in	<del></del>	ort?
	×	If yes, attach	CODY.	1			J1 C:
	×	n, is there a dup		series in your office	e, or in another office or age	incy?	
	×			ion of it regularly	·		
	×			in a computer print			
17.	Retent	ion Requirements	. π	he following require	es the series to be kept:		
	a. Sta	te Law	<u> </u>	years.	d. Audit period	· ·	years,
	b. Sta	tute of limitation		years.	e. Administrative	need	5 years.
	a Fed	ieral law	y <u> </u>	years.	f. Federal retention	on instructions —	years.
			•				
	Attach	copy or excerpt of	laws or regulati	ions. Explain admir	nistrative need.	er on the second	· · · · · · · · · · · · · · · · · · ·
						· ·	
٠	-		- P	avroll Manager	has determined tha	t she needs t	o retain these
,	recór	ds for 5 year	s due to re	ference reques	sts.		5/2// 5
					in the same of the same of the		
12.	Αρσιοι	ved Disposition Ins	tructions	his agency recommo	ends that the file series be o	ut off at the end o	f each:
-			×	Calendar Year;	Fiscal Year;  Other	<del></del>	then,
:	□ Tra ☑ De: □ Tra		ords Center; hoi	4 year(s); d year			
		id: ¡Opecii y /		•			•
				'	<b>,</b>		
÷		*-					
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		ر انجيبرد داد مي <mark>ن داد داند.</mark>		المعادي أنائب مرسلاد	k Sagaran, Sagaran sa Sagaran Sagaran	المراجع السايف المستوس	
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		raji tamu na afarin na ka	and the second s	* ***			•
		~ .			72 7	-: i	•
	There	Incompanione apply	to all price and	future accumulatio	one of the cariae		
	i nese	instructions apply	to all prior and	intole accommutatio	ilis Or tile series.		
				e e lue			
Ager	icy He	ad/Designee (Sign	ature)	Date	Records Management Offi	cer (Signature)/	Date
	18	1 fel		8126/83	( and Mase	ley W	N 8=26-6
	:					/	
Reco	mmer	ndations in para-			State Records Cor	nmixtee (Signatu	
_		re approved. oved, attach letter	State Au	ditor/Designee	homal	my.	10-12-63
1	ישעשיי	ores, establicites			1 <b>7</b>	•	
1	planat	tion.)	Chisecretary of	of State/Designee	Gaward Uteldon		9/30/83
	rplanat	tion.)		of State/Designee	Haward Welder		9/30/83



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## 4388-38 BX 15 APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

At	tention: Scheduling	Section,	
FOR	AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Georgia Ports Authority	Application Number
6/27/79		Finance Division, Payroll Department Post Office Box 2406	<sup>ητ</sup>   79-127
Application		Savannah, Georgia 3402	Date Received Date Completed
	59		JUC 5 1979 JUL 2 0 1979
2. Person	to Contact	Working Title	
Rober	rt Parsons	Director of Fir	
3. Action	Requested		
		Schedule; record will continue to accumulate.	
		ccumulation; no further accumulation anticipated.	
<u> </u>	Amend Application	No Check One: ☐ Change; ☐ 5. Records Series Title (followed by title used in a:	
Earliest	Latest	S. Herbirds Sches Hills Honowed by alle used in th	ince, il dineranti
1956	l To Date	Periodic Payroll Reports File	
	n and Office Function	1	Office in which this record series is created?
		ance is responsible for the accounts o	
	adequate inter	es and agreements of the Authority; pro nal control procedures and assures prop ies; and coordinates the preparation o	per insurance coverages for the first the first the terms of the first
Autho vario relat funct	ted financial a tion is also a p	Under his supervision, monthly finance and cost data records are prepared and copart of his responsibility as well as the contract of the Authority.	distributed. The purchasing
Autho vario relat funct lease	ted financial a tion is also a p	nd cost data records are prepared and operation of his responsibility as well as the state of the Authority.  This file contains the following documents (included)	distributed. The purchasing the maintenance of all contracts,
Authoryaric relat funct lease	ted financial and tion is also a per and agreemen	nd cost data records are prepared and o part of his responsibility as well as ts of the Authority.	distributed. The purchasing the maintenance of all contracts,
Authoryarion relation functions lease	ted financial artion is also a pes and agreement	nd cost data records are prepared and operation of his responsibility as well as the soft the Authority.  This file contains the following documents (include Attach samples of the file.	distributed. The purchasing the maintenance of all contracts,
Authoryarion relation functions lease	ted financial and tion is also a personal agreement of the series Description tents relating to:	nd cost data records are prepared and opert of his responsibility as well as the following documents (include Attach samples of the file.  Payroll.  Supporting documents for payroll recretirement, wage earner's plan, pol	distributed. The purchasing the maintenance of all contracts, the maintenance of all contracts, the form numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad
Authoric various relations functions functions for the second contract of the second contract functions for	ted financial and tion is also a personal agreement of the series Description tents relating to:	This file contains the following documents (include Attach samples of the file.  Supporting documents for payroll representations are plan, polygarnishments, policy & payments, for Workmen's compensation reports, life	distributed. The purchasing the maintenance of all contracts, the maintenance of all contracts, the form numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad
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Authoric various relations functions functions functions for the second	ted financial and tion is also a personal agreement of the series Description tents relating to:	This file contains the following documents (include Attach samples of the file.  Supporting documents for payroll representations are plan, polygarnishments, policy & payments, for Workmen's compensation reports, life	distributed. The purchasing the maintenance of all contracts, the maintenance of all contracts, the form numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad
Authorical relations of the second functions of the se	ted financial altion is also a per and agreement Series Description sents relating to:	This file contains the following documents (include Attach samples of the file.  Payroll.  Supporting documents for payroll repretirement, wage earner's plan, polyarnishments, policy & payments, for Workmen's compensation reports, life retirement tax, etc. (See attached Alphabetical	distributed. The purchasing the maintenance of all contracts, the maintenance of all contracts, the form numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad
Authoryanic relations functions file is a second se	ted financial altion is also a pes and agreement Series Description tents relating to:  arranged:  by Reference Rate	This file contains the following documents (include Attach samples of the file.  Payroll.  Supporting documents for payroll repretirement, wage earner's plan, polyarnishments, policy & payments, for Workmen's compensation reports, life retirement tax, etc. (See attached Alphabetical	distributed. The purchasing the maintenance of all contracts,  deform numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad listing)
Authoryanic relations functions file is a second se	ted financial altion is also a pes and agreement Series Description tents relating to:  arranged:  by Reference Rate	This file contains the following documents (include Attach samples of the file.  Payroll.  Supporting documents for payroll repretirement, wage earner's plan, polyarnishments, policy & payments, for workmen's compensation reports, life retirement tax, etc. (See attached Alphabetical  How often are records referred to which are:  Seven to twelve months old: 7	distributed. The purchasing the maintenance of all contracts,  deform numbers and titles, if any):  gisters: vacation requests, company icy & payments, summons of ederal, state, FICA tax information, e insurance payments, railroad listing)

(Over)

a. Is this the offi		series?		* * * * *
<del> </del>		iential information	n requiring security handling? If yes, cite law or regular	tion.
× c. Is this a vital re		-		
A STATE OF THE PARTY OF THE PAR		or long term rese	parch value? Long term	
			necessary to keep the entire file for a long period, could	i these
	scheduled sepai			
		and the second s	published? If yes, attach copy. — analyzed and/or recorded in a summarized report?	
^ If yes, attach o	OOY.			
h. Is there a dupl  × If yes, where?	ication of this s	eries in your offic	e, or in another office or agency?	
	r a maior porti	on of itl regularly	microfilmed?	
X i Does the recor	d series result i	n a computer orin		
11. Retention Requirements	Th	e following requir	es the series to be kept:	
a. State Law		years,	d. Audit period	vears.
b. Statute of limitation	<del></del>	years.	e. Administrative need	vears.
c. Enderal law		years.	f. Federal retention instructions 4	years.
Assess as as as as as a second of the		<del></del>		
CFR 31.6001-1	iaws or regulation	ons. Explain admi	nistrative need.	•
CFR 20, 404,1201, 4	04.1256	•		'i
12. Approved Disposition Insti	ructions Th	is agency recomm	ends that the file series be cut off at the end of each:	
and the second of the second o	( · · · · · · · · · · · · · · · · · ·	Calendar Year; [	☐ Fiscal Year; ☐ Other	then,
☐ Transfer to local holdin☐ Transfer to State Recor☐ Destroy.☐ Transfer to State Archi	g area, hold ds Center; hold	year(s)		is later;
□ Other (Specify)			A. A. C.	
	•		• .	
that series are of the state wide co	not the sam ommon sched	e as the cont ule is 3 year	Ith this same title; however, the contentents of this file. The retention perions. We believe federal law requires inflicant for a period of five years. (Fed	d for . ormation
		man in the second		,
, i ^. ' ''				
<del>-</del> ,		·		
These instructions apply to	all prior and f	uture accumulatio	ons of the series.	
Agency Head/Designee (Signa	tree!	Date	Records Management Officer (Signature)	Date
Agency read/Designee   Signe		Care	Records Management Officer (Signature)	Date
Chan ble	·d	7/2/79	Caro Moseley Relatarion	6-21-79
December of the	-		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved.	•		North M	7-19-79
(If disapproved, attach letter of explanation.)	Secretary 6	State/Designee	Could Hant 7	7-16-79
		eneral/Designee	MARWELL	7-18-70